

Center for Educational Performance and Information (CEPI)

*Michigan Education Information System
(MEIS)*

Registry of Educational Personnel (REP)

Addendum to the EOY 2015 Data Field Descriptions December 23, 2014

Questions?

Email: CEPI@michigan.gov

Phone: 517- 335-0505 (option 3)

Information Regarding the EOY 2015 REP Submission

Updates to the EOY 2015 REP Data Field Descriptions

The updates provided in this addendum apply to the EOY 2015 REP Data Field Descriptions. All updates are marked by ~~striketrough~~ (no longer in effect) or underlined Arial font (new requirement).

Note: Since the posting of the EOY 2015 REP Data Field Descriptions, it has become necessary to provide updates and clarifications to some of the sections of the data field descriptions. Page numbers from the EOY 2015 Data Field Descriptions are provided for each section or page with the appropriate updates. Please replace these pages in your copy of the data field descriptions as necessary.

CEPI Customer Support

For technical assistance with your data submission, please send an email message to CEPI@michigan.gov or call 517-335-0505 and select option 3. Please provide your name, district code and district name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Replaces page 7

Index of Page Edits

Information Regarding the EOY 2015 REP Data Field Descriptions

For your convenience, the pages that contain edits, marked by ~~striketrough~~ (no longer in effect), or underlined Arial font (new requirement), are shown below.

| Field Number | Page Number | Edits/Changes |
|--------------|-------------|--|
| 10 | 32 | Remove Assignment Code: 00521 Child and Custodial Care Services |
| 10 | 33 | Title Changes to Career and Technical Education Assignment Codes: 00550 Automobile Technician (ASE Certified) 00549 Collision Repair Technician (ASE Certified) 00546 Heavy/Industrial Equipment Maintenance Technologies 00551 Medium/Heavy Truck Technician (ASE Certified) |
| 17 | 68 | Update to Credential Type Descriptions for Occupational Education Certificates |
| <u>17</u> | <u>68</u> | <u>New credential type code: "75" Speech Pathology License (LARA)</u> |

Reporting of Non-Instructional Employees (Assignment Codes "81500" through "99900")

Districts have two options for reporting non-instructional employees:

Option 1: Report non-instructional staff members with the original assignment codes.

Option 2: Report non-instructional staff members using a shorter list of consolidated assignment codes.

| | |
|---------|--------------------------------|
| "89001" | LEA Support Staff |
| "89002" | Other Support Staff |
| "89003" | School Support Staff |
| "89004" | Student Support Services Staff |
| "89005" | Library Media Support Staff |

These codes were developed to help streamline the reporting of non-instructional staff members and align with federal reports. Please note that some positions still require a unique code in order to meet federal or state requirements.

Whether you choose option 1 or 2, the codes may be submitted with the minimal number of fields as outlined in Appendix A. Districts may choose to report with the minimal field submission or a full submission for each non-instructional staff member. When reporting a full submission, all fields must be reported as required for the assignment code reported in Field 10.

Replaces pages 66 through 69

Field 17: Type of Credential

| | |
|--|--|
| Submission date: | First business day in December and June 30 |
| Field use: | School Aid Act 388.1619; 380.1234; 390.1147; 380.1531f Revised School Code MCL 380.1532; Section 501 of PA 115 of 2009; NCLB, 20 USC 6319, 20 USC 6311; IDEA, 20 USC 1400 (Sec. 618) |
| State of Michigan office contact: | Krista Ried, 517-373-3310, riedk@michigan.gov Tom Knight, 517-373-8545, KnightT@michigan.gov |
| Field specification: | Two-character |
| Record position/type: | 645-646, character |
| Database field name: | CredentialType |
| Code/format: | This is a two-position field (NN) |
| Dependencies with other fields: | Field 10: School Assignment Data Field 12: Funded Position Status Field 18: Date Credential Issued Field 19: Date of Expiration of Credential Field 25: Employment Status |

Definition: This field identifies the type of credential held by the staff member as required by the assignment code reported in Field 10.

Additional Reporting Information:

- If a staff member has two certificates (for example, general education and vocational), report the certificate type that matches his/her teaching assignment.
 - For example, if the employee holds a general education certificate with a mathematics endorsement and a Temporary Vocational Authorization and is assigned to a mathematics position, report the general education certificate.
- If the certificate has expired and an application for a new certificate is in process, enter the certificate pending status code "02".
- If the district has applied for a substitute permit, but it is not yet approved, use the pending status code "02".
- This field applies to assignment codes "000AX" through "99900".

Programming edits:

- This field must have a valid value.
- If an invalid code is used or if this field is left blank for assignment codes "000AX" through "99900", a fatal error is reported.
- For staff members with assignment codes "00310" through "00413" and "70000" through "99900" who are not required to hold a credential for the position, this field may be coded "00".
- If a specific credential type is not submitted, "00" must be reported. Field 17 must be submitted with the appropriate credential type when a credential is required for the position. If code "97" or

"98" is submitted in Field 25: Employment Status, then Field 17: Type of Credential cannot be reported with code "01", "04", "05", "07", "08", "22", "23", "24", "25", "26", "40", "41", "42", "43", "55" or "63" or a fatal error will be reported.

- For administrators with assignment codes "70000" through "79999" who hold valid administrator certificates, report Code "60" in Field 17.

For the following assignment codes, an authorized user cannot report code "00" (teacher credential not required) in Field 17 unless code "1" (vacant) is reported in field 12: Funded Position Status:

- "000AX" through "00598"
- "60300"
- "60400"

For the following assignment codes, the authorized user may report the appropriate credential type or "00":

- "00310" through "00413"
- "Y*014" (bilingual instructional paraprofessionals/aides)
- "Y*016" (bilingual non-instructional paraprofessionals/aides)

For the following assignment codes, report code "00" or a fatal error will be reported:

- "60100"
- "60200"
- "60401"
- "60500"
- "60501"
- "60700"
- "80001" through "99900"

| CODE | DESCRIPTION |
|------|--|
| 00 | Teacher credential not required or not applicable |
| 01 | Life |
| 02 | Pending |
| 03 | Elementary Provisional |
| 04 | Elementary Professional |
| 05 | Elementary Permanent |
| 06 | Secondary Provisional |
| 07 | Secondary Professional |
| 08 | Secondary Permanent |
| 09 | Two-Year Provisional Certificate |
| 10 | Limited License to Instruct |
| 11 | Permit, full year |
| 12 | Permit, emergency |
| 13 | Permit, Section 1233b |
| 14 | Permit, 150 day (day-to-day substitute) |
| 15 | Temporary Teacher Employment Authorization (one year) |
| 16 | Temporary School Counselor Authorization |
| 17 | Preliminary School Counselor Guidance Authorization |
| 18 | School Guidance Counselor License |
| 21 | Dual, provisional |
| 22 | Dual, professional |
| 23 | Dual, 18-hour continuing |
| 24 | Dual, 30-hour continuing |
| 25 | Dual, permanent |
| 26 | Dual, life |
| 30 | Interim Teaching Certificate (Alternative Route to Certification Credential) |

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| 31 | Expert in Resident (MDE Approval) |
| 32 | Teacher Exchange Program (MDE Approval) |
| 33 | Tribal Language Memorandum of Agreement (MDE Approval) |
| 40 | Elementary Continuing (30 hour) |
| 41 | Secondary Continuing (30 hour) |
| 42 | Elementary Continuing (18 hour) |
| 43 | Secondary Continuing (18 hour) |
| 50 | School Nurse Certificate (Interim) |
| 51 | School Nurse Certificate (Standard) |
| 52 | School Nurse Certificate (Professional) |
| 60 | Administrator Certification |
| 61 | School Psychologist Certificate |
| 62 | Preliminary School Psychologist Certificate |
| 64 | Occupational Therapist (License by Examination or Endorsement) |
| 65 | Orientation and Mobility Specialist (Certification) |
| 66 | Physical Therapist (License by Examination or Endorsement) |
| 67 | Audiologist (License by Examination, Endorsement or Limited) |
| 68 | Interpreter for the Deaf (Certification) |
| 69 | School Social Worker (License and Approval) |
| 70 | Special Education, Approval (Issued by Office of Special Education) |
| 71 | Special Education, Full Year or Emergency Permit (Issued by the Office Professional of Preparation Services) |
| 72 | Certificate of Clinical Competence, Licensing |
| 73 | Department of Defense Certificate (ROTC) |
| 74 | Certificate of Adapted Physical Education (CAPE), Special Education |
| 75 | <u>Speech Pathology License (LARA)</u> |
| <u>Occupational Vocational Credential Types</u> | <u>Occupational Vocational Credential Types</u> |
| 53 | <u>Initial Annual Occupational Vocational</u> Authorization — Initial |
| 54 | Interim Occupational Certificate (Vocational Temporary Authorization) |
| 55 | Full <u>Occupational Vocational</u> Authorization |
| 63 | Occupational Education Certificate |
| 80 | <u>Credit Track Vocational</u> Annual <u>Occupational</u> Authorization — Credit Track |
| 81 | <u>Adult Education Vocational</u> Annual <u>Occupational</u> Authorization — Adult Education |
| 82 | <u>Day-to-Day Substitute Vocational</u> Annual <u>Occupational</u> Authorization — Day-to-Day Substitute |
| 83 | <u>Less than Class Size Vocational</u> Annual <u>Occupational</u> |

| | |
|----|---|
| | Authorization — Less than Class Size |
| 84 | Long-Term Substitute Vocational Annual Occupational Authorization — Long-Term Substitute |
| 85 | Renewal Vocational Annual Occupational Authorization — Renewal |